



## **ATTORNEY, SENIOR**

### **Characteristics of Work**

This is legal and/or administrative work at the executive level involving responsibility for handling legal matters including cases concerning fraud, federal or state regulations, and state leases and contracts; implementing state procedures; and supervising legal personnel. A majority of the functions performed by an incumbent within a state agency involve determination and advocacy of public policy governing federal and state programs. The work can include analyzing and interpreting state, federal and agency regulations; preparing documents and instruments for administrative and executive decisions and actions; representing the state and/or agency in court; performing legal research and preparing legal briefs. Supervision is received from an administrative superior within an agency and is closely coordinated with the Attorney General's office, from which permission is received to represent the state in court.

### **Examples of Work**

**Examples of work performed in this classification include, but are not limited to, the following:**

Recommends to the appointing authority, if employed within an agency, organization consistent with federal and state laws and regulations governing the state.

Represents the state and/or the agency regarding explanation of policy to the general public and justification of program policy development and innovation to state and federal approving agencies.

Represents the state and/or the agency in general legal matters and assists in the defense of the state and/or the agency with the approval of the Attorney General.

Conducts legal research and prepares opinions and briefs.

Consults with the Attorney General for opinions on legal issues regarding the interpretation and administration of state law.

Confers with federal agencies concerning federal regulations, procedures or issues affecting the state and/or the agency.

Supervises and evaluates legal, auditing, investigative, and secretarial staff.

Examines and/or prepares legal documents, agreements, contracts, leases or any other instruments affecting the state and/or the agency.

Counsels the appointing authority, if employed within an agency, on matters of policy and procedure.

Performs related or similar duties as required or assigned.

### **Essential Functions**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Analyzes and interprets state, federal, and agency regulations.
2. Performs legal research and prepares legal briefs.
3. Serves as a supervisor to staff and performs evaluations.
4. Serves as an advocate for the state and represents them in legal proceedings.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Accommodation:** Ability to adjust focus.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

**Experience/Educational Requirements:**

**Certification, Licensure, and/or Registration:**

Membership in the Mississippi State Bar Association.

**Required Documentation:**

Applicant must attach evidence of membership in the Mississippi State Bar Association.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.